

**City Of Willamina**  
**Minutes of the Monthly Meeting of the City of Willamina City Council**  
**September 12, 2017**  
**6:00 PM**

**Location of Meeting:**

West Valley Fire  
 825 Northeast Main Street  
 Willamina, Oregon 97396

**Present at Meeting:** Present At The Meeting:

Mayor Ila Skyberg  
 Council President Rita Baller  
 Councilor Craig Johnson  
 Councilor Bob Burr  
 Councilor Rita Baller  
 Councilor Theresa Mcknight  
 Councilor April Wooden  
 City Manager Kenna West  
 City Recorder Debbie Bernard  
 Public Works Director Jeff Brown  
 Code Enforcement Dave Morey  
 Librarian Sara Frost

**Guest:**

Mary Jane Hollinger  
 Nick Marrant  
 Martin Attebery  
 Paul Daliqainte, News Register

**Absent from Meeting:** Councilor Heather Stritzke

The regular meeting of the City of Willamina City Council of City of Willamina was called to order at 6:00 PM on September 12, 2017 at West Valley Fire by Mayor Ila Skyberg.

**I. Approval of Agenda**

The agenda for the meeting was distributed and unanimously approved.

**II. Review of Previous Minutes**

The minutes of the previous meeting were reviewed and unanimously approved.

**III. Consideration of Open Issues**

1. Additions to the Agenda  
 Mayor Ila Skyberg

September 12, 2017

1. 2018 Special City Allotment Grant Application

**MOTION:** Councilor Wooden moved to approve Resolution 17-18-002 the 2018 Special City Allotment Grant Application. Councilor McKnight seconded. Motion carried unanimously with Councilors Johnson, Burr, McKnight and Wooden. All in favor. Councilor Stritzke was absent and Councilor Baller abstained.

2. Revision of the City of Willamina Personnel Policy to include a donated leave Policy at Section IV. Subsection

**MOTION:** Councilor Johnson moved to approve Resolution 17-18-003 Revision of the City of Willamina Personnel Policy to include a donated leave policy at section IV, Subsection 2G. Councilor McKnight seconded. Motion carried unanimously with Councilors Johnson, Baller, Burr, McKnight and Wooden. All in favor. Councilor Stritzke was absent.

Councilor Wooden asked if the donation is by choice. The City Manager responded, yes.

3. Oregon Department of Fish and Wildlife Huddleston Pond Angling and Recreation Improvement Grant

City Manager Kenna West explained that the grant was a reimbursement grant. It is almost \$30,000. The City Manager said that the Jeff Brown, Public Works director did a great job on the grant. Mayor Skyberg recognized Jeff for his work on the grant.

By general consensus the Council approved the Oregon department of fish and wildlife Huddleston pond angling and recreation improvement grant Public Input

Mayor Ila Skyberg

Mary Jane Hollinger – Stop Sign

Mary Jane said she lives at 242 SE Lamson. She said there is a stop sign at Lamson that is not payed attention to. She said, “It needs to be prevalent somehow” “there is cats and kids in the neighborhood and old ladies that do not want to get killed.” She beseeched the Council to write a line to stop on the pavement.

The City Manager responded that she would check with the Master Plan regarding Lamson.

3. Consent Agenda  
Mayor Ila Skyberg

1. Check Registers July 1 to 31, 2017 (information only)
2. Financials July 2017
3. Minutes from June, 13, 2017 and August 15, 2017 City Council Meeting

**MOTION:** Councilor Burr moved to approve the Consent Agenda Councilor Wooden seconded. Motion carried unanimously with Councilors Johnson, Baller, Burr, McKnight and Wooden. All in favor. Councilor Stritzke was absent.

Councilor Burr asked how the City fared at the end of the fiscal 16-17 regarding the budget. Kenna West responded by stating that some line items went over budget and that staff would be meeting with the Cities CPA this week.

4. Regular Agenda  
Mayor Ila Skyberg

4. Consideration of drinking fountain in Garden Spot and Hampton Park (Dr. Gary Brooks, Kenna West, Jeff Brown)

**MOTION:** Councilor Burr moved to approve the Garden Spot and Hampton Park. Councilor Wooden seconded. Motion carried unanimously with Councilors Johnson, Baller, Burr, McKnight and Wooden. All in favor. Councilor Stritzke was absent.

5. Consideration of the installation of storage container and cover at public works facility and use of currently unused city owned storage container (Gary Brooks)

**MOTION:** Councilor Baller moved to accept the installation of storage container and cover at public work and give the blessing to allow Jeff to help. Councilor Wooden seconded. Motion carried unanimously with Councilors Johnson, Baller, Burr, McKnight and Wooden. All in favor. Councilor Stritzke was absent.

6. Consideration for a Rental Agreement between the City of Willamina and Bahadur Singh

**MOTION:** Councilor Burr moved to approve the Rental Agreement between the City of Willamina and Bahadur Singh. Councilor Baller seconded. Motion carried unanimously with Councilors Johnson, Baller, Burr, McKnight and Wooden. All in favor. Councilor Stritzke was absent.

Public Hearing on SDR 17-01  
Mayor Skyberg Opened the Public Hearing

The City Planner read a load the LAND USE PLANNING PUBLIC HEARING PROCEDURES:

**MAYOR:** Good evening, my name is Ila Skyberg. I am the Mayor for the City of Willamina and I will be presiding over the meeting. The public hearing is now open. This is the time and place set for the public hearing in the matter of Annexation, Zone Change and Comprehensive Plan Map Amendment 2016-01, requesting the annexation of approximately 17.12 acres into the city limits with a zone change and corresponding comprehensive plan map amendment. Oregon land use law requires several items to be

read into the record at the beginning of each public hearing. The city planner will read the material; your patience is appreciated as the statements are read.

**PLANNER:** The applicable criteria upon which this case will be decided are found in the Development Code, Section 3.111.02 and Section 3.102.03, as well as the Oregon Statewide Planning Goals and Guidelines. [ORS 197.763(5)(a)] The specific criteria are summarized in the staff report and will be reviewed during this hearing. [[[ Note: the ORS requiring the particular statement is in brackets for each statement.]]]

Testimony, arguments and evidence must be directed toward the criteria or other criteria in the plan or land use regulation which you believe to apply to the decision. [197.763(5)(b)]

Failure to raise an issue accompanied by statements or evidence sufficient to afford the decision maker and the parties an opportunity to respond to the issue precludes appeal to the Oregon Land Use Board of Appeals based on that issue. [197.763(5)(c)]

Failure of the applicant to raise constitutional or other issues relating to proposed conditions of approval with sufficient specificity to allow the decision makers to respond to the issue precludes an action for damages in circuit court. [197.796(3)(b)]

The hearing will proceed with the staff report followed by the applicant and those in support of the application. All those who are opposed to the application will then be allowed to speak, followed by those with general comments who are neither for nor against the application. The Commission or staff may question the applicant and those who testified. The applicant will be given an opportunity to rebut the testimony or evidence.

If you have any documents, maps or letters that you wish to have considered by this body, they must be formally placed in the record of this proceeding. To do that, either before or after you speak, please leave the material with the Recorder, who will make sure your evidence is identified and placed in the record.

Prior to the conclusion of the hearing, any participant may request an opportunity to present additional evidence or testimony regarding the application. [197.763(6)(a)] If such a request is made, it will be up to this body to determine if the hearing will be continued to a time and date certain, or if the record will be kept open for submission of written evidence or testimony. If the record is kept open, it will be for a minimum of seven days, with a short rebuttal period thereafter afforded to the applicant.

**MAYOR:** Questions for the audience: Are there objections to the notice that was sent in this case? Are there objections to the jurisdiction of the Commission to hear and decide this case?

**MAYOR:** Questions for the Councilors: Are there any declarations of ex-parte contact, conflict of interest, or bias by any members of the Council?

**MAYOR:** We are now ready for the staff report.

7. Consideration of the Appeal - Appeal - Site Plan Review (SDR 17-01). Nicholas Patrick Marrant

September 12, 2017

Planner Lisa Bronson read the staff report in its entirety.

Nick Marrant spoke in favor. Nick stated his address 7535 Sawtel Rd, Sheridan, Oregon 97372. Nick responded and explained that the extension for the surfacing would give him time to work with his investors. Also, holding off on the surfacing would allow him to get the processing and wholesale portion of the business started.

Councilor Burr then had a question for Marty as he heard as of to-date that Storage Units were going in on that property and said he was a bit confused and could he explain.

Marty responded. Marty Attebery stated 902 NW Main, Willamina. He explained that Nick applied for a site review back in June for a retail, nursery, and processing which was approved with conditions. Nick and he have not come to terms with money crossing his hand said Marty.

In a separate case Gary Brooks and he in August were approved by the planning commission on the second tax lot to start a storage business. He further explained that the storage units would go on the second tax lot. He added that he has permits from the County for 2 culverts on the second tax lot.

Councilor Burr asked if the property was going to lend itself to both business operations.

Marty responded no. If Nick comes thru with money he will help him in any way he can. Marty said he is doing an "if and maybe". If not, he plans to go forward with the Storage Unit business. Marty said his primary modification is to raise funds.

Councilor Baller asked if you do storage are you using the same driveway. Marty responded that there would be two driveways.

Councilor wooden asked if he and Nick reached an agreement would nick use both lots. Marty responded. Nick would use both lots.

Bob said he likes letter D and would like to wait to see if the property is sold.

Lisa Bronson noted that if you were to continue it would have to be to date and time certain.

Councilor Baller noted that the Council required Chris Scholten to pave his property and wonder if Nick could contact him to piggyback his paving project.

Councilor Wooden asked Lisa if Nick would have to return to Council. Lisa responded. No as he would have to apply for a certificate of occupancy.

Mayor Skyberg asked for a motion.



**MOTION:** Councilor Wooden moved to approve the Appeal under letter “C”. Motion to amend the Planning Commission’s decision imposing Conditions of Approval eight (8) and nine (9) and allow for an extension of time (until prior to the opening of the retail business) to complete the required paving and storm drainage improvements, as requested by the Applicant in this Appeal. Councilor Baller seconded. Motion carried unanimously with Councilors Johnson, Baller, Burr, McKnight and Wooden. All in favor. Councilor Stritzke was absent.

Councilor Baller asked if there was a time limit. Lisa Bronson said there is no time limit other than it is tied to the opening of the retail which gives the applicant flexibility to getting his business going.

8. Consideration to Appoint Special Committee to update the Willamina Development

**MOTION:** Councilor Wooden moved to approve allowing the City Manager to appoint a special committee to update the Willamina Development Code. Councilor Baller seconded. Motion carried unanimously with Councilors Johnson, Baller, Burr, McKnight and Wooden. All in favor. Councilor Stritzke was absent.

9. Council to consider 3 applications for the vacant seats on the Library Board

**MOTION:** Councilor Baller moved to support the Mayor appointments. Councilor Burr seconded. Motion carried unanimously with Councilors Johnson, Baller, Burr, McKnight and Wooden. All in favor. Councilor Stritzke was absent.

Mayor Skyberg said it is her duty to appoint. She said that she spoke with Sara in the afternoon and Sara responded that everyone that applied was wonderful. Mayor Skyberg then appointed Susan Vanderhoof to Vacancy seat #3, Sheryl Hansen to Vacancy seat #4 and Barbara Leavens to assist the Mayor with fund raising for the library.

10. Council to consider new check signers with US Bank

**MOTION:** Councilor Wooden moved to approve resolution 17-18-001 for Council to establish new check signers at US bank in the Matter of Authorizing access to information and authority transfers between accounts and to direct deposits for Payroll at the US Bank; Modifying Signature Authority, & Access to Safe Deposit Box. Councilor McKnight seconded. Motion carried unanimously with Councilors Johnson, Baller, Burr, McKnight and Wooden. All in favor. Councilor Stritzke was absent.

5. Business Carried Forward

Mayor Ila Skyberg

11. The Old Department Store and Old City Shops

The City Recorder Debbie Bernard gave an update on the Old Department stores. She said the City received one sealed bid to date and anticipated several others to come thru closing to the deadline on September 25, 2017.

Councilor Burr completed the City on the Planning Permit form. He said it looked simplified for the City. Debbie responded that each month going forward she would provide new information on planning and development. Next month there would be a question and answer flyer.

Mayors Reports

Mayor thank everyone that made August 21, 2017 eventful. Mayor Skyberg acknowledged and thanked West Valley Fire, Law Enforcement, the Chamber of Commerce, Public Works Superintendent Jeff Brown, Sara Frost Library Manager and Shirley Fitzgerald for all their help and work during the eclipse.

Mayor Skyberg handed out a flyer on the Diaper Drive awareness need. She explained the Diaper drive is going on and it is supported by the Civic Center which is open 10 to 12 and acknowledge support for the drive.

6. Council Liaison Report

Mayor Ila Skyberg

12. Chamber Liaison (Mayor Skyberg)

Mayor Skyberg asked Councilor Wooden to update the Council as she also has attended the Chamber. Councilor Wooden reported on the Eclipse August 21, 2017. April said it went very well and talked about the many visitors to Willamina for the event. There was a banner for visitors from outside the area to sign. She added that the Chamber is also working on the drinking fountains that were just approved.

13. YCOM Board (Councilor Baller)

Councilor Baller said there next meeting is this Thursday. She would have more to say later.

14. Yamhill County Housing Authority Board Member (Councilor Stritzke)

No report. Councilor Stritzke was absent.

15. Yamhill County Transit Authority Board Member (Councilor Johnson)

Councilor Johnson reported that the Board is doing well. The Board is working towards a 20 year plan.

REPORTS FROM/CITY OFFICERS

September 12, 2017

16. City Recorder Report

Debbie responded. She again spoke to the Planning and Development Flyer. She added that she has been working on destruction of documents. She said we are destroying 70 boxes. The process is in the form of a request by the City Manager, and reviewed by the City Recorder and then signed off at destruction. She explained the documents were very old. She was keeping documents she found from the elections of 1926. She also noted that she would be keeping all HR documents that are required to keep for 75 years. Most of the boxes were utility billing registers and receipts; in addition to general ledgers that were 20 years old. She concluded that there is a process in place.

17. Sheriff's Report

Sargent Whitlow reported that Derek Trombla is assigned to Willamina with a new schedule. His new schedule will allow him to attend City Council meetings. He said Bridge the Gap is this weekend and West Valley Fire will attend with displays, Oregon State Police and Yamhill County Deputies and the Chamber would be giving away two new bikes. He asked everyone to spread the word.

18. Report from Public Works

Jeff said that he would be blocking off the parking lot for bridge the gap similar to what he did last year. He would also set out a port-a-potty for the event. Jeff said he is replacing the screens at the intake; new screens should help with blocking up in the winter time. Jeff reported that the City received the Grant for the Fish Pond. He said he received a price from the cities engineer for the cost to put in the screen strainer at the intake for \$39,000. Kenna added that there is a line item so we can move forward.

19. Librarian Report attached

Sara reported on her summer reading statistics. She was specifically impressed with her young readers. She reported that she had a total of 500 people attend different programs. August was impressive with the many visitors of 1000 people who walked thru the door. Also, the big priority with Volunteers is the cleanup report on the massive inventory; along with working on the state statistical report. She also reported that she received a call yesterday from Oregon Community Foundation from their donor council she has been nominated to receive a \$600 grant. She received the application for that and noted that there is people advocating the library. She also has invited a theater company from Portland to do a play for the community.



#### IV. Agenda and Time of Next Meeting

The next meeting will be held at 6:00 PM on October 3, 2017 at:  
West Valley Fire  
825 Northeast Main Street  
Willamina, Oregon 97396

The agenda for the next meeting is as follows:  
Online Northwest Update

The meeting was adjourned at 6:00 PM by Mayor Ila Skyberg.

Minutes submitted by: City Recorder Debbie Bernard



Minutes approved by: Mayor Ila Skyberg

